

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

P.O. Box 745
Institute, WV 25112

Minutes

June 13, 2001

F. Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

ATTENDANCE: Lee Dixon; Dennis Miller, Linda Maniak; Jack McComas; Steve King, Chris Miller, and Craig Greening from WVARF; Donna Prunty and Curt Curtiss, Dept. of Administration; and Ken Kennedy, DRS.

APPROVAL OF MINUTES: Donna Prunty moved and Linda Maniak seconded to approve the minutes be approved with the request to correct the spelling of Donna Prunty's name at the bottom of the first page of the minutes; motion carried.

FINANCIAL REPORT: Ken Kennedy reported that the Committees budget line for travel expenses was \$982.73.

REPORT OF CHAIRMAN: No report from the Chairman.

REPORT OF EXECUTIVE SECRETARY: No report from the Executive Secretary

REPORT OF WVARF EXECUTIVE DIRECTOR:

1. Steve King introduced and welcomed back former committee member Dennis Miller as the committee's representative of private business.
2. Steve informed the committee that he and WVARF staff were reviewing a final drafted letter explaining to DHHR administrative staff the impact of the final contract on DHHR sites throughout the State. A draft of this was requested by the committee.

OLD BUSINESS:

1. Chris Miller presented
 - the gross revenues to date were approximately \$7, 336,480,
 - Aged Receivables 61 days and over were 2.49% or \$22,996, and
 - WVARF had a court claim on one of the agencies with an aged receivable.
2. Craig Greening reviewed a final draft of the **West Virginia State Use Procurement List Designated for Purchase by All State Agencies**. Curtis moved and Donna Prunty seconded a motion to accept the list as presented; motion carried.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Jack McComas, Donna Prunty

Ex Officio Members: Curt Curtiss, Executive Secretary

Stephen King, Executive Director, West Virginia Association of Rehabilitation Facilities

3. A copy of the Agreement between West Virginia Association of Rehabilitation Facilities and (CRP) to Provide Services and/or Products Under State Use Contracts was presented for review. Ken Kennedy moved and Linda Maniak seconded the Committee accept the agreement as presented; **motion carried.**

NEW BUSINESS:

1. Contract Presentations

- a) Craig Greening presented 9 new contracts for Committee approval. Ken Kennedy moved and Linda Maniak seconded the Committee accept the contracts as presented; **motion carried.**

1. Division of Juvenile Services
2. DOH Preston County Office
3. BEP – Huntington
4. BEP – 3622 MacCorkle
5. BEP – Logan
6. BEP – New Martinsville
7. BEP – Pt. Pleasant
8. BEP – Welch
9. Non-Reoccurring State Use Projects Report

- a) Craig presented 12 contract renewals for approval by the Committee. Donna Prunty moved and Dennis Miller seconded the Committee accept the contracts as presented; **motion carried.**

1. DHHR
2. Mountaineer Challenge Academy
3. DRS – Janitorial
4. DRS – Maintenance
5. DRS – Residential Living Aides
6. Insurance Commission
7. Bureau of Air Quality
8. Survey Stakes
9. Kanawha County Courthouse
10. Air Guard – Martinsburg
11. Bureau of the Environment – Nitro
12. Bureau of the Environment – Logan

2. Craig indicated that there were no complaints by customers that weren't resolved at the local level. Therefore, there were no complaints for review by the committee.

3. It was questioned why the volume of rubber stamp production through the EPTC State Use contract appeared to be low. Donna stated that she would seek information addressing the question.
4. WVARF staff indicated that the raised transaction limit for the P-Card could have devastating effects on WVARF funding. Following discussions, WVARF staff and Curt Curtiss were asked to bring to the next meeting suggestions for possibly resolving the problem.

REMINDER: *Following are the dates of 2001 meetings.*

NO MEETING FOR JULY

August 15, 2001

September 12, 2001

October 10, 2001

November 14, 2001

NO MEETING FOR DECEMBER

ADJOURNMENT: Given no further business for discussion, Donna Prunty moved to adjourn the meeting; Ken Kennedy seconded the motion; **motion carried.**